Section 311/312 Notification MATERIALS REQUIRED FOR PLANNING DEPARTMENT REVIEW

Each building permit application must include two complete sets of all information listed below, except for photographs, the notification map and address list, mailing labels and affidavit of which only one set is required. The attached Application Materials Matrix indicates the minimum application materials which may be required. Since it is impossible to predict what materials may be needed in every case, the planner reviewing the permit application may request additional materials at a later time. Your responsiveness to such a request could affect the time it will take the Planning Department to review your permit.

APPLICATION MATERIALS

The attached Application Materials Matrix shows which materials are required for each specific type of work. Use the matrix to determine which materials are required and prepare them according to the specifications below.

A. Architectural Drawings

1. SITE SURVEY at a scale of 1/8" = 1'-0":

Required for new buildings, the site survey must be signed by a licensed surveyor or engineer. A plot plan cannot substitute for the site survey. The following must be included:

- a. The full width of all buildings on adjacent lots.
- b The front setback of all adjacent buildings.
- c. Curb elevation in-line with the mid-point of the subject building and those on adjacent lots.
- d. Grade elevations at the mid-point of the front wall of adjacent buildings.
- f. Roof elevations including the elevation of eaves and peaks of pitched roofs.
- g. Contour lines.
- h. Utility lines, vegetation, existing structures on the site, etc.

2. PLOT PLAN at a scale of either of 1/8" = 1'-0" or 1" = 10'-0":

The plot plan must be dimensioned to show significant measurements and signed by the preparer. It must show both existing and proposed development on the subject lot and all development on those lots used to compute the maximum depth of the project pursuant to the requirements of the Planning Code. It must include:

- a. Various full widths of all adjacent buildings.
- Heights (in feet and number of stories) of buildings and any difference in elevation due to pitched roofs or steps in building mass.

FLOOR PLANS at a scale of 1/4" = 1'-0":

The floor plans must be dimensioned to show significant measurements and show all of the following information:

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- a. Annotations identifying the existing and intended use of all rooms.
- b. All existing and proposed plumbing stacks.
- c. All walls, those to remain and those to be removed.
- d. All stairs showing the direction of ascent or descent.
- e. All doors.

4. ELEVATIONS at a scale of 1/4" = 1'-0"

Elevations are needed of each building face related to the work for which the application is being sought. The type of building materials on all wall surfaces and for windows and doors should be indicated. All significant measurements must be dimensioned.

5. SECTIONS at a scale of 1/4" = 1'-0":

Sections through critical points of the proposed building should be provided to clarify the plans. All significant measurements must be dimensioned.

6. LANDSCAPING PLAN at a scale of 1/8" = 1'-0":

When required, a landscaping plan with significant measurements dimensioned must show details such as curbs, materials, plant species, and size of any street trees.

C. Schedules and material specifications for exterior work only

Provide general design details, descriptions of doors and windows including dimensions and materials and finishes for all exterior surfaces.

D. Photographs

All photographs must clearly and accurately represent the subject property and adjacent structures. The image of buildings should be evenly illuminated and as free from objects obstructing a clear view as possible. Photographs must be at least 3 inches in every dimension and should not be mounted. They may be in color or black and white. They should be submitted in an envelope labeled with the building permit application number and street address. The back of each photograph or photo montage should be clearly labeled to indicate the subject. Refer to the attached Application Materials Matrix to determine which photographs are required for your type of building permit application.

E. Notification map and list

Applications to build a new building, change the use or number of dwelling units or add to an existing building in an RH, RM or Neighborhood Commercial District must be accompanied by a notification map, address list and affidavit prepared in compliance with the instructions in the attached handout titled, "Public Notification for Residential and Neighborhood Commercial Building Permits".

APPLICATION MATERIALS MATRIX

HOW TO USE

THE MATRIX

Columns describe potential construction Lines describe application materials. Shading in those column/s describing your project indicate that the materials described by that line are required Numbers refer to notes on the back of this sheet.

REQUIRED INFORMATION DESCRIPTION SEC. 311/312: MAP, LIST LABER AFFADAVIT SITE SURVEY (SIGNED BY SURVEYOR OR CIVIL ENGR.) VEYON ON CIVIC ENGIC)
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WORK WAN THE LOT
ADJACENT FRONT WALLS
(FULL WIDTH-ADJ. LOTS)
ADJACENT REAR WALLS
(FULL WIDTH-ADJ. LOTS)

FLOOR PLAN(S) OF FLOOR(S) OF WORK FLOOR PLAN(S) OF OTHER FLOOR(S) ROOF PLAN PLAN

REAR LATERAL SECTIONS DETAILS

PHOTOGRAPHS

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PLOT

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CHECK LIST LEGENDS: Required Number'Required in circumstances (see Notes)

√: Information submitted X: Information not required ○: Information required

NOTES:

- 1. Required for residential buildings in RH, RM and Neighborhood Commercial districts
- 1A. Required if the proposed work is to increase dwelling. unit(s) or change of use.
- 2. Required for buildings in Residential Districts only.
- Required when the proposed work is in an R district and increases the number of dwelling units.
 Roof plan will enable determining compliance to open space requirements.
- Required when the proposed work is in the garage level and it could reduce the number of parking spaces.
- Required when the addition is at least 20% of the gross floor area of the existing building, and when the proposed work eliminates planters and street trees.
- 6. Required when work is visible from the street or
- 6A. Required to evaluate link between addition and building.
- 7. Required when the link between the existing use and the proposed work is weak and unclear.
- 8. If proposed work is re-roofing.
- 8A.If mechanical equipment is located on the roof.
- 9. Depends on the location of the improvements, so as to match.
- 10. When there is more than one building on the lot.
- 11. If it affects the roof line.
- Required if the building is a Landmark or Architecturally Significant or if the type of work requires extensive alterations.
- 13. Required if the building is damaged by fire.

Public Notification for Residential and Neighborhood Commercial Building Permits

City Planning Code Section 311 and newly adopted Section 312 require notice to neighbors and property owners for permits involving new construction, change in use, addition of dwelling units, or building expansions in RH/RM and Neighborhood Commercial Districts. This initiates a 30-day notification-period for neighborhood review and comment to the Planning Department. This handout describes what you as a Building Permit applicant must do for this public notification. These new requirements went into effect March 4, 1996 and January 11, 2001, respectively.

Note that building expansions do not include exterior building additions of a size exempted by Planning Code Sec. 136(c)1-24 and (c)26 as permitted obstructions, or some Sec. 260(t) exemptions. Not included are such additions as bay windows, dormers, skylights, decks up to 3 ft. above grade, and such minor building safety features required by the Dept. of Building Inspection as hand rails, exit stairs and firewalls of less than 10 ft.

1. WHAT'S NEEDED TO FILE THE BUILDING PERMIT APPLICATION?

When filing for your permit application include a Notification Map and a Mailing List and Mailing Labels for property owners and residents to be notified as shown below. The back of this page lists businesses that prepare these. While you are encouraged to use a business offering such services, you may also do this yourself by following the instructions below. You are responsible for the accuracy of these materials. Erroneous information may require remailing or lead to suspension or revocation of a permit. When you file for your permit, please sign and submit the attached affidavit stating that the required map, mailing list and labels have been prepared following these instructions. Include the Contact Person to answer public questions.

A. Notification Map

Interior Lot! The map must show all lots within 150 feet of your lot that are:

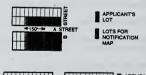
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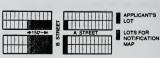
 1) in your block on the same street.
- 2) in your block behind you.
- 3) in the block across the street from yo

Corner Lot: The map must showall lots within 150 feet of your lot that are:

- 1) in your block on the same street,
- 2) in your block behind you,
- 3) in the blocks across both streets from you
- 4) on the opposite comer.

The map should be at I" = 50 scale and show:





- 1) Street Names and Property Addresses
- 2) Assessor's Block and Lot Numbers
- 3) Number of Dwelling Units per Lot

- 4) Any Commercial Tenants
- 5)Any Vacant Lots labeled with a "V"
- 6) Any condominium with all Lot Numbers included

Assessor's Blocks/Lots are at the Assessor's Office, City Hall, 1 Dr. Carlton B. Goodlett Place, Room 190.

B. Mailing List And Mailing Labels

<u>Mailing List:</u> List the <u>Assessor's Block and Lot Numbers</u> for all lots within the Notification Map with the <u>Names and Mailing Addresses</u> of all the property owners and the <u>Mailing Addresses</u> for all residents and businesses. Include yourself and anyone else you wish notified. Please count the addresses and give the number.

Submit self-adhering Mailing Labels with this information, one name and address per label. For property owners, use the names. For residents and businesses, you may use either their name or "Occupant".

<u>Property Owners</u> are those in the latest Citywide Tax Roll, available on microfiche at the Tax Collector's Office, 875 Stevenson St., Rm. 320.

For <u>Residents or Businesses</u> you can get the number of dwellings or businesses on a lot from the property owner or building manager, or by counting the mail boxes, doorbells and any businesses. You may also use the reverse telephone directory at City libraries, Use addresses shown on the mailbox, doorbell or reverse telephone directory, including any letter suffixes (134, 134A) or fractions (249, 249 1/2). If a doorbell or mailbox has a name but no separate street or apartment number, use that name for the mailing labels. There is usually a Resident anytime the Property Owner in the Citywide Tax Roll has a different mailing address.

Sample Mailing Labels: (this example would be for an absentee owner of Block 3417, Lot 17 and the tenant living there add Sec 311 or Sec 312 as appropriate.)

ADD THIS

3417 017 (SEC. 31/3/2) 3417 017 (SEC. 31/3/2)

Robin Smith

468 Sunrise Drive

Overthere, CA 97776

San Francisco, CA 94123

2. WHAT'S NEEDED AFTER YOU HAVE FILED THE PERMIT APPLICATION?

Planning will review your permit application and let you know if changes are needed to meet the City Planning Code and relevant Residential Design Guidelines for the property. The 30-day public notification period can start once the planner-finds that the building plans meets the Code and Guidelines and the following three steps are completed. Planning cannot approve the permit application until the 30-day notification period has expired.

- a. Posting the Property. Planning will mail an oversized notice for you to post on the property. After you post the notice, sign a declaration of posting and return to Planning.
- b. Submitting Photo-Reduced Plans.

- c. Mailing Notice. Planning will mail notice to all and occupants listed using the Notification Map and nearby neighborhood organizations with:
- information on your project and how to contact you or your agent
- the procedure for public review and

Photo-reduce the building plans with any required changes to 8.5" by I I" and give to Planning for mailing.

potential appeals the reduced plans.

Note: A time and materials fee (\$42 plus paper and postage) will be assessed for mailing the notice, payable when submitting the affidavit of posting and reduced plans.

3. WHO PREPARES NOTIFICATION MAPS, MAILING LISTS AND LABELS?

The businesses below have indicated they provide these professional services. Their listing does not constitute an endorsement. Other professionals can also perform this work and will be added to our list upon request. You may also do this yourself as described above.

Build C A D D
Computer-Aided Drafting & Desi
3515 Santingo St.
San Francisco, CA 94316
415/759-8718, 682-9988 fax

Carol Cosseboom Maps & Mallings 168 Urin Stat, Sn. 208 San Francisco, CA 94123 415/391-9988, 391-9906 fax Radius Services
445 Grant Avenue, Stc.496
Sun Francisco, CA 94198
413/ 391-4775, 391-4777 fax

Gerard Cibbons Architectural Drufting 1268 15th Street San Francisco, CA 94114 415/253-6388, 255-2761 fns Daniel Igitaut Plauing Cournitaut 545 Sancher Street San Francisca, CA 94114 (888) 668-4898, 861-2503 fax

Smell Buildings Phone/fax: 415/ 185-8826 Harvey Wang & Associates- Architecture-Planning 543 38th Avenue, San Francisco, CA 94121, 415/752-5847 Jerry Brown Design, 2596 Post Street, San Francisco,CA 94115. 415/ 210-4355, 771-2392 fax, e-mail: JBDSGN@AOL.COM

